**CFG Meeting Minutes – Tuesday, December 8 3:15-4:00**

***Those present: Francesca, Julie, Jordan, Jason and Danka***

**Follow-up for the leadership days (half PD day)**

* Alicia has scheduled a follow-up day this year. Some questions:
* When is this?
* Is this all divisions at the same time?
* Jordan has ideas of what would be positive for the MS leaders to look at but he doesn’t know if he could do that for other divisions.
* The goal of the leadership days have been to introduce people to CFG protocols that they could use with their teams in the leaderhip roles. We feel this has been accomplished.
* Jason – people have asked for development time needed for staff on leadership skills, so this leadership day is important. We need to keep it, but maybe the structure should change.
* Julie- Principals should probably be asked what
* By the end of the day if we don’t \_\_\_\_ I would be disappointed.
* Francesca- Some leaders in the last retreats asked for strategies or more of them on what
* We should contact the stake-holders involved for next year, so we can better plan for this later.

**CFG institute in Feb.**

* Jason has been assigned as the ‘”professor” The PSU credit person to connect with for PSU CFG work
* Julie and Jordan will be the institute leaders
* Everyone offered up notes/old agendas for all these institutes of the past.
* Francesca has the dates as Friday, Feb. 5 / Sat, Feb. 6 then Wed, Feb. 10-Fri. Fri 12.
* Jan. 6 Julie will send out an e-mail about this, Save the Date!

**Next Advanced Coaches (kudos for the first one!)**

* Cheers for the last one!
* Fri. March 5 and Sat, March 6
* Jason is down for that but has to confirm if he can do it.
* Danka said she would be interested
* We agree that it would be good idea to get some staff that has been to an advanced already to be involved in the planning of this. Apprentinces maybe?
* Jason proposes a name change for Advanced – it is misleading that makes it seems as a level and then you don’t go again. Maybe call it a CFG Retreat; Fall and Spring.

**Look at Learning - what is our vision?**

* If we had CFG time on these L@L, then what others do, or how would the divisions make decisions about this.
* The Dennis analogy of the buffet was his idea for L@L. Whole teams don’t always have to get together. If there are 10 MS/HS science teachers then some could work on something together while others worked on something else. You don’t have to all be eating the same thing to get work for the school to move forward.
* We would like Alicia to speak further to this.
* Jordan concerned to call L@L CFG time because that could force it upon people and could alienate people. Is that what we want to do?
* What is the vision of L@L from the admin perspective?
* Some suggestions we came up with:
* CFG should be the umbrella for all the initiatives.
* If L@L is to really look at student learning then it is a CFG, but right now so many different divisions/teams have a different ideas of what this time should be used for.
* Jason brought up an article that he and Francesca read about schools that have had success with CFG and then those that have not. Jason – couild you pass this out to us?
* This discussion needs to be happening from the admin, but the team leaders should be the ones using the protocols. Tell people in advance that a meeting is coming up and what the topic or admin desired outcome is for the meeting. Then a CFG trained person could assist the staff leader in finding a protocol that would work for this.
* We want to come back to this with Alicia.

**Apprentices / members of our CFG community that may be interested in stepping up**

* How many can we do in Feb? – Julie thinks 2-3.
* Maybe 1 from each campus then a wild card from either campus? We came up with a different idea later. See below.
* Julie will be stepping back next year for other professional/personal reasons.
* Jordan wants to be in this exact same position as next year, but just doesn’t know where he will be yet.
* Another thought. We go through the list of trained people. Julie/Francesca do it for Puxi and Jordan/Jason/Danka do it for Pudong. Once we have a collection of names from both campuses, come up with different support options and explain what it would mean for someone to support in that way. It is too narrow to just think of 2-3 people for Feb.
* Julie will craft an e-mail about the different support options for us to preview for when we meet in January.